## Approved For Release 2002/05/06: CIA-RDP73-00099A000200160004-7

MEMORANDUM FOR:	Deputy Director	for Support		JUL	1971
SUBJECT :	Records Storage	Control Policy			
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1. I have approposed to the control of the control	nnual declining r Restricting each and reducing tha ieve an approxim laced in storage a to to the informed each to the issued to any the requesting	Directorate to 1,00 t by 50 cubic feet ea ate balance within to and those destroyed office space in the Veh Deputy Director to component in Wash Directorate and apprent of the balance of the component of the balance	with audich subject su	ithori ic fee icceed year avoid ngton o mor n unle	ization et of ding es I trans- Head- ce filing ess the
2. Each Direct records creation storage work of the existing Agrentral Intelligence Agrand procedures which wanthorization.	ge and disposal p ency regulations ency. They will	and Federal law as be responsible for i	with it app nstitu	in the dies the	e frame· to the policies
3. I visualize no Difficer's responsibilition of the Contract of the Agency Records Off space shortage problem Directorate to develop to will achieve the results	es to provide adv em to live within icer of continuall should permit h the techniques pe	their annual allocat by trying to deal with is staff more time to culiar to its own rec	ssista tion. the s	nce to Reliestora; k with	o each eving ge h each
4. I will expect the Records Management Board to provide recommendations concerning: (a) the development and application of an Agency policy establishing an "office of record" responsibility for Agency documents a storage, retrieval, and destruction are concerned; and (b) the application of an Agency policy limiting the storage at the Records Center of all computer-prepared reports to computer-prepared microfilm copies of these reports. I would like the results of the Board's deliberations on these two issues by 31 October 1971. Furthermore, the Board is expected to submit an annual progress report on the extent to which we are achieving the goals of this program.					
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L. K. White
Executive Director-Comptroller